A. General Information

This application form consists of the following main sections:

- Context: this section asks for general information about the type of project proposal you want to submit and about the Agency that will receive, assess and select your proposal;
- Participating organisation(s): this section asks for information about the applicant organisation and sending-side consortium members only, and not the hosting-side partners;
- Activities' Details: this section is a table that asks for details of the different mobility activities that you intend to implement;
- Budget: this section asks for full details of the project, including travel, individual support, organisational support, linguistic support, special needs support and exceptional costs;
- Project Summary: this section asks for a summary of the project in your national language and English and should mention developments planned under the VET Mobility Charter;
- Check List/Data Protection Notice/Declaration of Honour: in these sections, the applicant is made aware of important conditions linked to the submission of the grant request;
- Annexes: in this section, the applicant needs to attach additional documents that are mandatory for the completion of the application.
- Submission: in this section, the applicant will be able to confirm the information provided and to submit the form online.

For more information on how to fill in this application form, you can read the Technical Guidelines for e-Forms.

For more information on the award criteria please refer to the Programme Guide.

Sample

B. Context

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	VET learner and staff mobility with VET mobility charter
Call	2017
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	02-02-2017 12:00:00
Language used to fill in the form	

B.1. Project Identification

Project Title	
Project Title in English	
Project Acronym	
Project Start Date (dd-mm-yyyy)	
Project Total Duration (Months)	
Project End Date (dd-mm-yyyy)	

Applicant Organisation Full Legal Name (Latin characters)	
Form hash code	619209B5B40A3EBD

B.2. National Agency of the Applicant Organisation

Identification	

For further details about the available Erasmus+ National Agencies, please consult the following page:

https://ec.europa.eu/programmes/erasmus-plus/contact

Sample

C. Participating organisation(s)

C.1. Applicant Organisation

PIC	
Full legal name (National Language)	
Full legal name (Latin characters)	
Acronym	
National ID (if applicable)	
Department (if applicable)	
Address	
Country	
P.O. Box	
Post Code	
CEDEX	
City	
Website	
Email	
Telephone 1	
Fax	

Sample

C.1.1. Profile

Type of Organisation	
Is your organisation a public body?	
Is your organisation a non-profit?	
Total number of staff	
Total number of learners	

C.1.2. Consortium

Are you applying on behalf of a consortium?

Yes

C.1.2.1. Consortium Member

PIC	
Full legal name (National Language)	
Full legal name (Latin characters)	
Acronym	
National ID (if applicable)	
Department (if applicable)	
Address	
Country	
P.O. Box	
Post Code	
CEDEX	
City	
Website	
Email	
Telephone 1	
Fax	

Sample

C.1.2.1.1. Profile

Type of Organisation	
Is the organisation a public body?	
Is the organisation a non-profit?	
Total number of staff	
Total number of learners	

C.1.2.2. Consortium Member

PIC	
Full legal name (National Language)	

Full legal name (Latin characters)	
Acronym	
National ID (if applicable)	
Department (if applicable)	
Address	
Country	
P.O. Box	
Post Code	
CEDEX	
City	
Website	
Email	
Telephone 1	
Fax	

C.1.2.2.1. Profile

Type of Organisation	
Is the organisation a public body?	
Is the organisation a non-profit?	
Total number of staff	
Total number of learners	

Sample

C.1.3. Accreditation

Have you received any type of accreditation before submitting this application?

Accreditation Type	Accreditation Reference
Vocational Education and Training Mobility Charter (ERAPLUS-VET-	

C.1.4. Legal Representative

Title	

Gender	
First Name	
Family Name	
Department	
Position	
Email	
Telephone 1	

☐ If the address is different from the one of the organisation, please tick this box

C.1.5. Contact Person

Title	
Gender	
First Name	
Family Name	
Department	
Position	
Email	
Telephone 1	
Online Linguistic Support Contact Person?	

☐ If the address is different from the one of the organisation, please tick this box

Sample

D. Main Activities

D.1. Activities' Details

Please enter the different mobility activities you intend to implement in your project.

Activity No.	A1
Activity Type	VET-CHARTER-COMP - VET learners traineeships in companies abroad
Is the activity duration longer than one month (30 days excluding travel)?	

Flow No.	Country of Origin	Country of Destination	Distance Band	Duration (full months)	Duration (extra days)	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	No. of apprentices (out of total number of Participants)	Participants with Fewer Opportunities (out of total number of Participants)	Accompanying Persons (out of total number of Participants)
1													
					Total								

Activity No.	A2
Activity Type	VET-CHARTER-SCHOOL - VET learners traineeships in vocational institutes abroad
Is the activity duration longer than one month (30 days excluding travel)?	

Flow No.	Country of Origin	Country of Destination	Distance Band	Duration (full months)	Duration (extra days)	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	No. of apprentices (out of total number of Participants)	Participants with Fewer Opportunities (out of total number of Participants)	Accompanying Persons (out of total number of Participants)
1													

Sample

Total										

Activity No.	A3
Activity Type	VET-CHARTER-STA - Staff training abroad

Flow No.	Country of Origin	Country of Destination	Distance Band	Duration (full months)	Duration (extra days)	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	Accompanying Persons (out of total number of Participants)
1											
						Total					

Activity No.	A4
Activity Type	VET-CHARTER-TAA - Teaching/training assignments abroad

Flow No.	Country of Origin	Country of Destination	Distance Band	Duration (full months)	Duration (extra days)	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	Accompanying Persons (out of total number of Participants)
1											
						Total					

Sample

E. Budget

For further information please consult the Programme Guide for the overview of funding rules. Please note that all amounts must be expressed in Euros.

E.1. Travel

Sample

Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	Travel Grant per Participant	No. of Participants (including accompanying persons)	Top-up for "Expensive Domestic Travel Cost"	No. of Top-ups (including those granted to accompanying persons) for "Expensive Domestic Travel Cost"	Total Travel Grant Requested
A1	VET-CHARTER-COMP - VET learners traineeships in companies abroad	1							0	
A2	VET-CHARTER-SCHOOL - VET learners traineeships in vocational institutes abroad	1							0	
A3	VET-CHARTER-STA - Staff training abroad	1							0	
A4	VET-CHARTER-TAA - Teaching/training assignments abroad	1							0	
									Total	

E.2. Individual Support

Activity No.	Activity Type	Flow No.	Country of Destination	Participants (Excluding Accompanying Persons)			Accompanying Persons			Total Grant Requested
				Duration per Participant (days)	No. of Participants (Excluding Accompanying Persons)	Grant per Participant	Duration per Accompanying Person (days)	No. of Accompanying Persons	Grant per Accompanying Person	

A1	VET-CHARTER-COMP - VET learners traineeships in companies abroad	1								
A2	VET-CHARTER-SCHOOL - VET learners traineeships in vocational institutes abroad	1								
A3	VET-CHARTER-STA - Staff training abroad	1								
A4	VET-CHARTER-TAA - Teaching/training assignments abroad	1								
									Total	

E.3. Organisational Support

No. of Participants (excluding accompanying persons)	Total Grant Requested

E.4. Special needs' Support

Activity No.	Activity Type	No. of Participants With Special Needs	Description of Costs	Total Grant Requested
			Total	

E.5. Exceptional Costs

Activity No.	Activity Type	No. of Participants	Description of Costs	Total Grant Requested
			Total	

Please provide any further comments you may have concerning the above entered budget.

Sample

Sample

F. Project Summary

Please give an overview of the main activities and developments that you foresee whilst implementing your internationalisation strategy. Also give an overview of developments and changes of scope of the mobility flows themselves. If applicable, explain the need for accompanying persons. The summary will be publicly available in case your project is awarded.

Please provide a translation in English. This summary will be publicly available in case your project is awarded.

Sample

F.1. Summary of participating organisations

Name of the Organisation	Country of the Organisation	Type of Organisation

Total number of participating organisations excluding consortium members where applicable	1

F.1.1. Summary of Activities and Participants

Activity Type	No. of Activities	No. of Participants	Participants with Fewer Opportunities (out of total number of Participants)
VET-CHARTER-COMP - VET learners traineeships in companies abroad	1	0	
VET-CHARTER-SCHOOL - VET learners traineeships in vocational institutes abroad	1	0	
VET-CHARTER-STA - Staff training abroad	1	0	
VET-CHARTER-TAA - Teaching/training assignments abroad	1	0	
Total	4	0	

Sample

F.2. Budget Summary

The sum of previous sections representing the total grant requested for this application.

Activity No.	Activity Type	Travel	Individual Support	Special Needs Support	Exceptional Costs	Total
A1	VET-CHARTER-COMP - VET learners traineeships in companies abroad	0.00	0.00			0.00
A2	VET-CHARTER-SCHOOL - VET learners traineeships in vocational institutes abroad	0.00	0.00			0.00
A3	VET-CHARTER-STA - Staff training abroad	0.00	0.00			0.00
A4	VET-CHARTER-TAA - Teaching/training assignments abroad	0.00	0.00			0.00
	Total	0.00	0.00			0.00

Organisational Support	

F.2.1. Project Total Grant

Grant Calculated	0.00

Sample

G. Checklist

Before submitting online your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- ☐ you have used the official Key-Action 1 application form.
- ☐ all relevant fields in the application form have been completed.
- ☐ you have chosen the correct National Agency of the country in which your organisation is established.
- ☐ the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- ☐ you have annexed all the relevant documents:
  - ☐ the Declaration of Honour signed by the legal representative mentioned in the application.
  - ☐ the mandates of each member of the national mobility consortium (if applicable) signed by both parties.
- ☐ all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- ☐ for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- ☐ you are complying with the deadline published in the Programme Guide.
- ☐ you have saved or printed the copy of the completed form for yourself.

Sample

H. Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e.:

- In the case of grant application forms: the evaluation of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if selected and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the contact persons, an unambiguous consent will be requested.

- In the case of application for accreditation forms: the evaluation of your application in accordance with the specifications of the call for proposals,

- In the case of report forms: statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement (see link below) associated with this form.

http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy_en.htm

Sample

I. Declaration of Honour

By participating in this call for proposals, the Charter beneficiary is acknowledging that it is still fulfilling the conditions of non-exclusion as in the Declaration of Honour that was previously signed when initially applying for the Charter.

Place:	Date (dd-mm-yyyy):
Name of the applicant organisation:	
Name of legal representative:	
Signature:	
National ID number of the signing person (if requested by the National Agency):	
Stamp of the applicant organisation (if applicable):	

Sample

J. Annexes

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)
Total Size (up to a maximum of 10 240 kB)	

Sample

K. Submission

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

K.1. Data Validation

Validation of compulsory fields and rules

K.2. Standard Submission Procedure

Online submission (requires internet connection)

K.3. Alternative Submission Procedure

If you cannot submit your form online you can still do it by sending an email to your National Agency within the 2 hours following the official deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

K.4. Submission Summary

This form has not been submitted yet.

K.5. Form Printing

Print the entire form

Sample